

Part 6 Award Questionnaire

Contract Reference

TCCS2422

Contract Title

Appointment of an Agent to Act for the Council in the Sourcing, Acquisition and Refurbishment of Properties

Maximum Period of Contract

3 Years

Return Date

Monday 06 June 2022

Return Time

12:00 Noon

Return To

www.supplyingthesouthwest.org.uk

Applicant Name

Contents

Stage Two – Award	3
Section A. Method Statements.....	3
Section B. Permitted Appendices.....	32

Stage Two – Award

Section A. Method Statements

Applicants are required to submit Method Statements setting out how they will meet the Council's requirements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Please Note: Applicants are required to provide within their response relevant examples, facts, data, case studies or other such information that will validate or support statements made in their response, as to their ability to meet the Council's requirements.

Where the provision of appendices and supplementary information is permitted with the Method Statement Applicants should provide details, including filenames and website links, in Section B Permitted Appendices below

Method Statement Number	Method Statement	% Score
A1.	<p>Please outline and describe how you will undertake and approach the requirements of this project in relation to the sourcing and acquisition phases as outlined in Section C1-C2 of the Part 2 Specification within the timescales outlined in Section A1.3:</p> <ul style="list-style-type: none">• Sourcing phase (C1)• Acquisition Phase (C2) <p>Your response you should also address the systems, processes and arrangements you have in place / will have in place for being able to ensure that all due diligence work delivered either by yourselves or by sub-contractors will be able to be facilitated within the timescales outlined in Section A1.3 of Part 2 Specification.</p>	20.00%

Minimum Requirement

That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.

Evaluation Criteria

Your response will be evaluated against your ability to demonstrate and evidence:

- How you will work with the Council to develop and agree an outline of all property requirements and standards for the accommodation required.
- How you will undertake searches for relevant properties that match the Councils requirements.
- How you will undertake pre-offer property checks pre negotiating an offer for purchase.
- How you will project manage and oversee all property searches and acquisitions throughout the life course of these phases.
- How you will undertake all pre-purchase due diligence required for property purchase (either through yourselves or sub-contracting arrangements).
- That you have the infrastructure in place to deliver the scale of this project within the timescales required.
- What elements of the project you may subcontract out to third parties and why.
- What existing relationships you have with third parties to support delivery of the project – or if not existing how you propose to on-board contractors within the timescales outlined

Page / Word Limit: Maximum 8 pages A4 in Arial 12

Permitted Appendices and Supplementary Information

You may provide the following in support of your response:

- Relevant examples or case studies of previous projects that have involved the rapid acquisition of properties with specified requirements (e.g. by location, size and timescale) where you have successfully completed them.

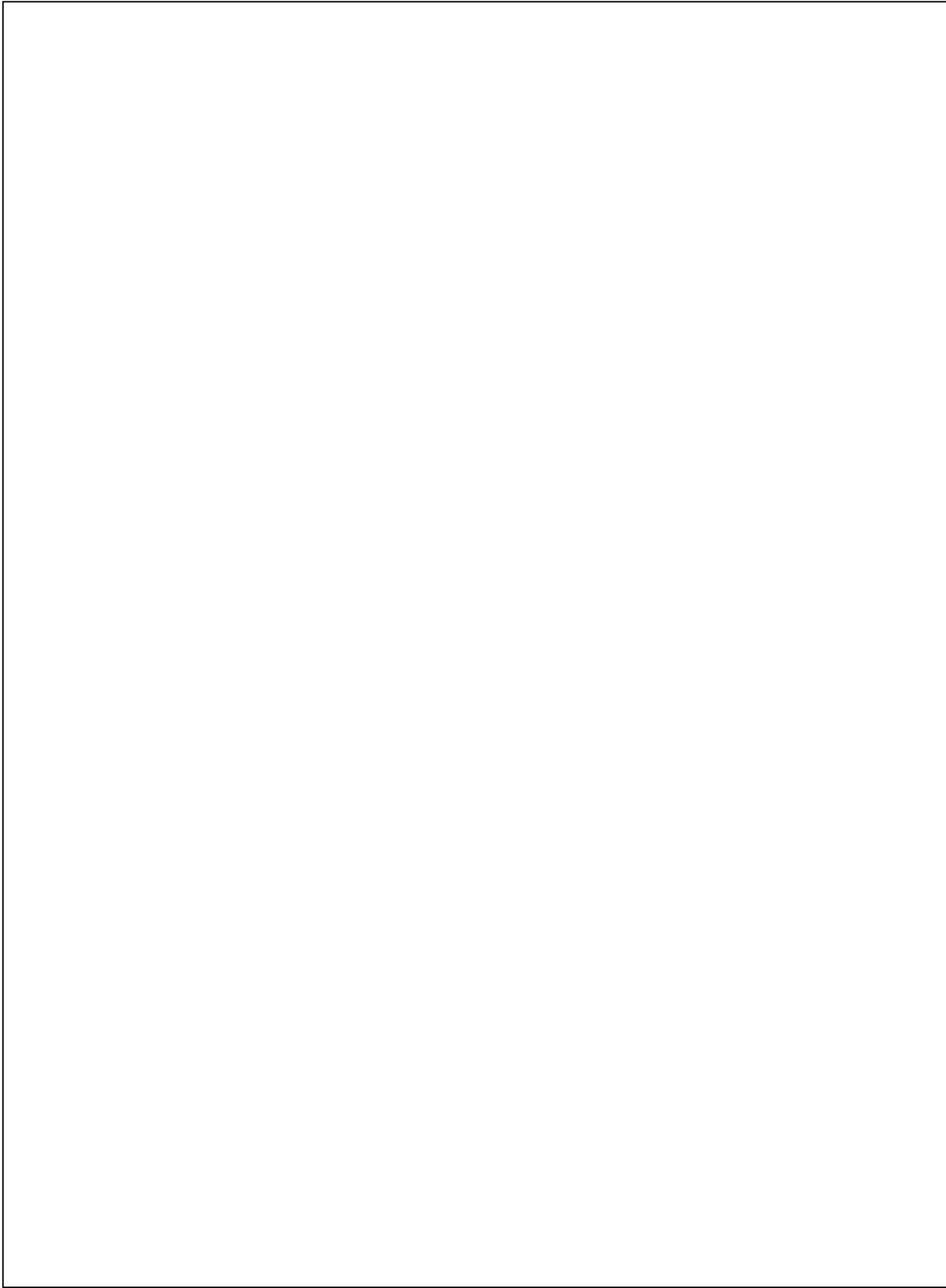
To facilitate evaluation Applicants are required to keep the size and amount of appendices and supplementary information to a minimum.

Method Statement A1 Response

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<p>A2.</p>	<p>Please outline and describe how you will undertake and approach the requirements of this project in relation to the refurbishment and completion phases as outlined in Section C3-C4 of the Part 2 Specification:</p> <ul style="list-style-type: none"> • Refurbishment phase (C3) • Completion Phase (C4) <p>Your response you should also address the systems, processes and arrangements you have in place / will have in place for being able to ensure that all due diligence work delivered either by yourselves or by sub-contractors will be able to be facilitated within the timescales outlines in Section A1.3 of Part 2 Specification.</p>	<p style="text-align: center;">15.00%</p>
<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • How you will review all property survey reports, undertake site visits with contractors and produce a schedule of works to ensure the property will meet the agreed standards with the Council prior to occupation. • How and who will go about ensuring all required approvals are in place prior to commencement of any works. • How and who will be responsible for the oversight and project management of works to ensure they are completed satisfactorily and to the standard required. • How you will ensure that refurbishments remain on schedule to hit the deadlines for occupation required. • How you will provide a handover pack of all refurbishment work (including certificates, guarantees, reports) on completion on the property). • That you have the infrastructure in place to deliver the scale of this project within the timescales required. • What elements of the project you may subcontract out to third parties and why. • What existing relationships you have with third parties to support delivery of the project – or if not existing how you propose to on-board contractors within the timescales outlined 		

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Permitted Appendices and Supplementary Information

You may provide the following in support of your response:

- Examples or case studies of previous projects that have involved the rapid refurbishment of properties with specified requirements where you have successfully completed them.

To facilitate evaluation Applicants are required to keep the size and amount of appendices and supplementary information to a minimum.

Method Statement A2 Response

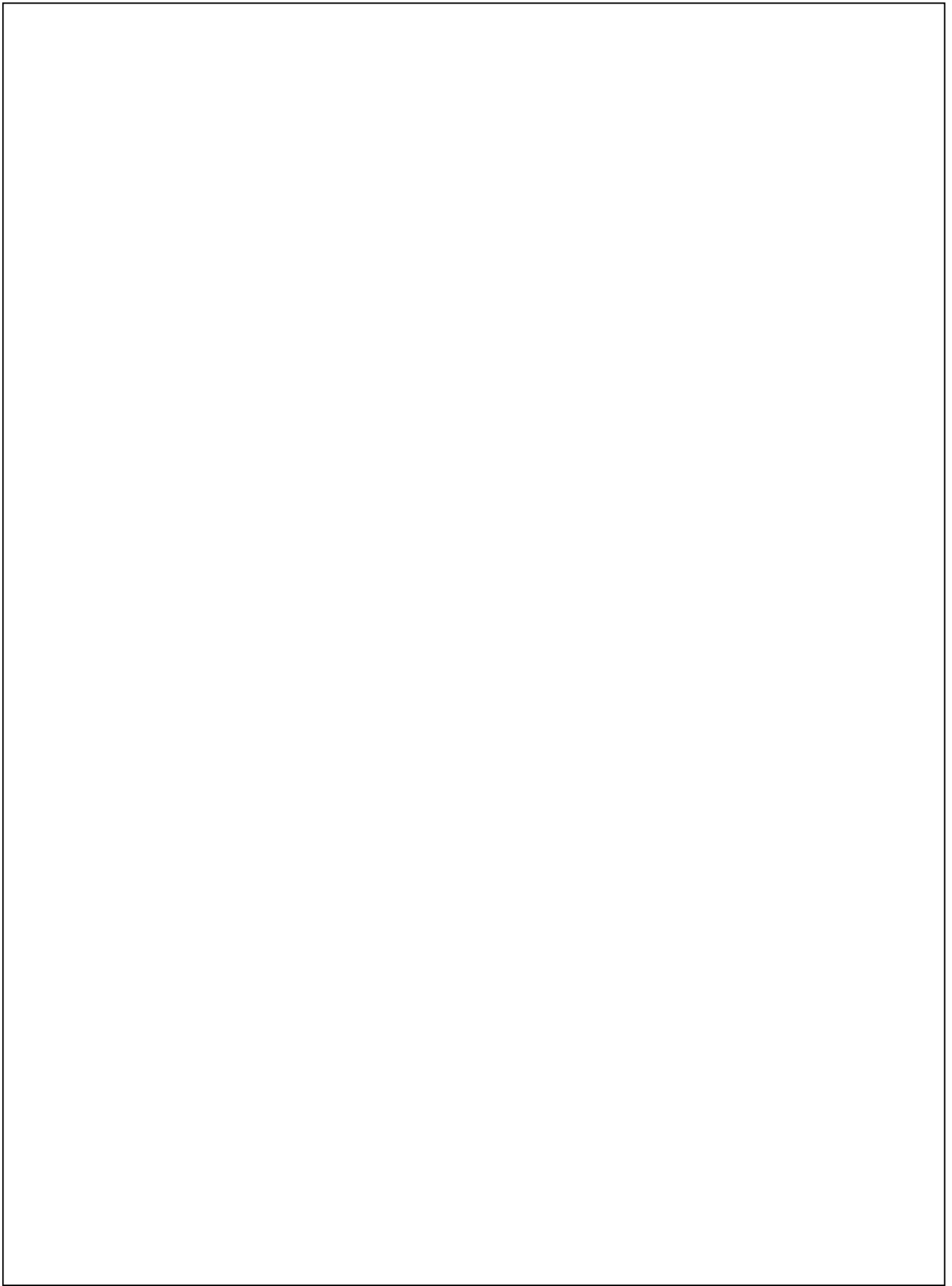
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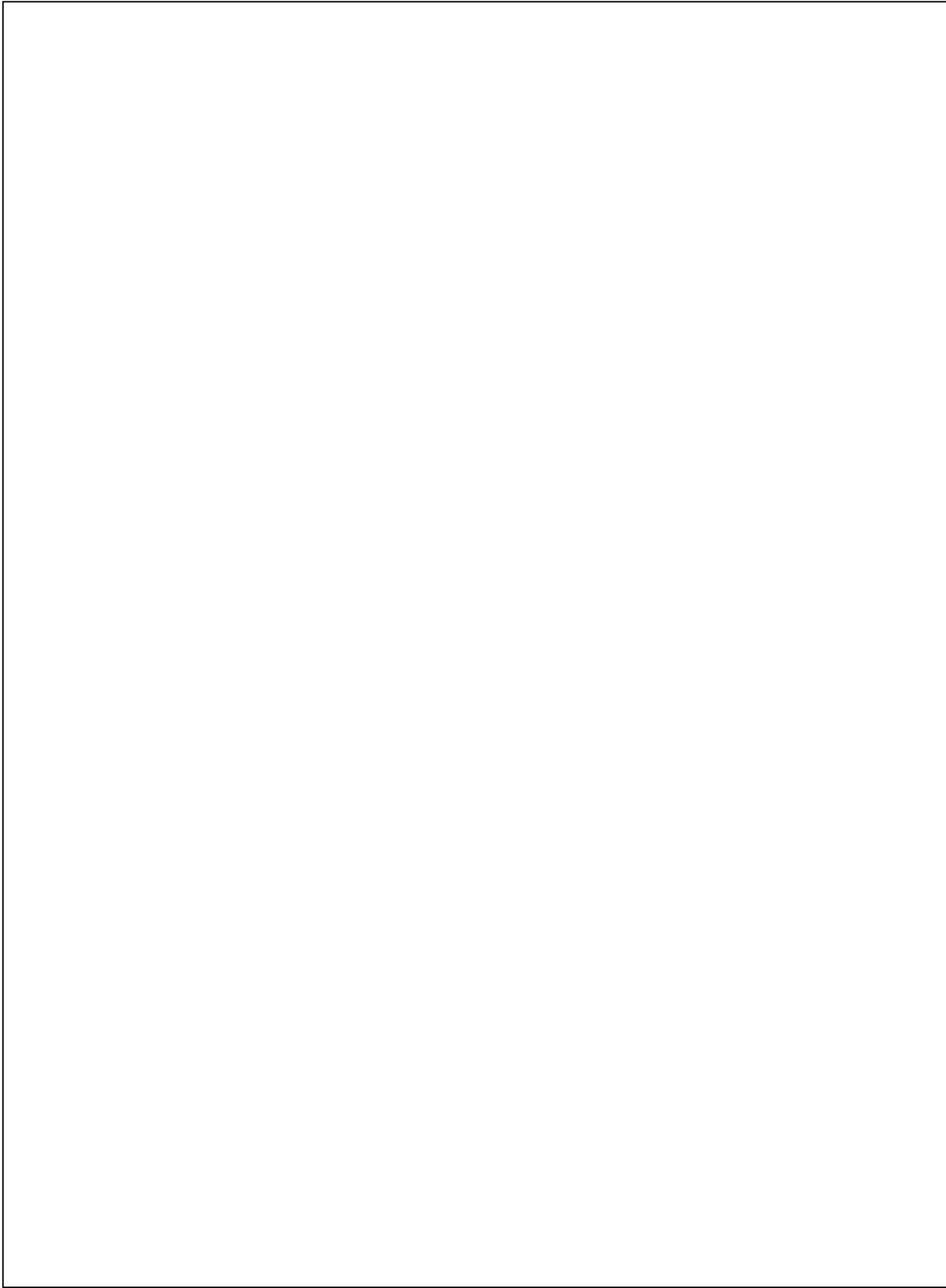




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<p>A3.</p>	<p>Please outline what systems and processes you have in place to ensure appropriate and diligent financial planning and monitoring is in place (for both acquisitions and refurbishments) as outlined in Section C5 of Part 2 specification</p>	<p>10.00%</p>
<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • A sound and secure system of budgetary control and oversight throughout all phases of the project. • A sound understanding of the financial risks associated with a project of this nature. <p>Page / Word Limit: Maximum 2 page A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>		

Method Statement A3 Response



A4.	Please outline how, if used, you will ensure that any subcontractors engaged in any aspect of the programme will have the required skills, qualifications and professional registrations to undertake the work required.	10.00%
<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • That you have the appropriate systems and checks in place in relation to the appointment and management of sub-contractors. • That you have appropriate and satisfactory systems and processes in place to quality assure the work of third parties on any aspect of this project. Including but not limited to: <ul style="list-style-type: none"> ○ Legal services / Conveyancing ○ Surveys ○ Building works (Including Gas, Water & Electric) <p>Page / Word Limit: Maximum 2 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>		

Method Statement A4 Response



A5.	Please outline and describe your previous experience in delivering projects involving Homes England Grant budgets as outlined in Section B1.2 and Section C5.3 of the Part 2 Specification.	15.00%
<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • Experience of understanding the Homes England Grant Scheme • Experience of using the Homes England Integrated Management System (IMS) for the purposes of reporting and auditing. <p>Page / Word Limit: Maximum 2 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>You may provide the following in support of your response:</p> <ul style="list-style-type: none"> • Examples or case studies of previous Homes England Grant Scheme projects. <p>To facilitate evaluation Applicants are required to keep the size and amount of appendices and supplementary information to a minimum.</p>		

Method Statement A5 Response

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Section B. Permitted Appendices

Applicants are required to provide details of any appendices or supplementary information in the table below.

Method Statement A1

Method Statement A2

Method Statement A5